Proposed Agenda for Training Process Team Kick-off
October 30-31, 2001

DAY 1

Time	Topic	Presenter
9:00	**Introductions**	
	Introductions	**Anne/Midge**
	Service Standards and Ground Rules	
	5 Keys to Training	
	Review Agenda	**Pennie**
9:30	**Explanation of Process**	**Anne**
	Why we're doing this – and why this way	
	Benefits of shared process across teams	
10:00	**Overview of Process**	**Howard**
	Plan	
	Design	
	Build	
	Do/Deliver	
	Assess	
10:45	**Break**	
11:00	**Plan It Overview**	**Katie / Sara**
	Overview of deliverables • Training Needs Analysis • Instructional Design Plan • Project Plan • Task Order • Project Management	
	Overview of templates, tools, etc. (not tasks)	
11:15	**Roles & Responsibilities**	**Howard / Midge**
	Overview of Roles • Review of all roles and responsibilities	
	Discussion of individual experiences and what each team member offers	
12:00	**Lunch**	
1:00	**Training Needs Analysis working session**	
	Conduct Audience Analysis	**Katie**
	BREAK	
	Conduct Performance Analysis	**Howard**
3:30	**Closing**	**Pennie**
	Review Day 1	
	Preview Day 2	
	Plusses and Deltas	

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DAY 2

Time	Topic	Presenter
9:00	**Agenda**	**Pennie**
	Goals of today	
	Review Agenda	
9:15	**Instructional Design Plan Working Session**	
	Identify Learning Objectives • Solidify learning objectives before moving on to content	**Howard**
	Identify Content Scope	**Katie**
	Determine Delivery Strategy / Instructional Strategy	**Howard**
	Identify Logistics Strategy	**Sara/Katie**
12:00	**Lunch (*potentially a working lunch)***	
1:00	**Project Plan Working Session**	
	Identify Stakeholders and Communications Plan	**Pennie / Sara**
	Create workplan (Tasks, Deliverable Schedule, Check-in points)	**Pennie / Katie**
	Task order	**Pennie**
3:00	**Closing**	
	Review of Day 2	**Katie**
	Preview of Design It	**Katie**
	Schedule next gathering/conference calls • 2-day meeting for Design It • 2-day meeting for Build It	**Deb**